



**OFFICE OF THE CHIEF PROCUREMENT OFFICER
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO
753003

Paper Solutions
P O Box 2733
Cedar Rapids IA 52406

DATE
11/17/2015
F.O.B. POINT

PURCHASE ORDER NO.
193667 - 000- OP
REQUISITION NO.
00120684 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

SHIP TO Clerk of the Circuit Court -Crt Op/Admi
Richard J Daley Center
50 W Washington St Rm 1003
Chicago IL 60602

DELIVERY INSTRUCTIONS
PRISCILLA THOMAS 312-603-5863
69 W. WASHINGTON ROOM 2500

DEPT NO

3350406

Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	CONTRACT NO. 1581-15003 PRINTING I AND D BONDS PER ATTACHED SPECIFICATIONS. MUST BE INSIDE DELIVERY. THE COUNTY WILL NOT ACCEPT OVER RUNS OR UNDER RUNS FOR PRINTING. IT IS THE VENDOR'S RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATIONS. *** AMOUNT AUTHORIZED: \$18,980.00 *** AMOUNT ENCUMBERED ON THIS P.O.: \$16,910.00 TOTAL AMOUNT ENCUMBERED INCLUDING THIS P.O.: \$16,910.00 *** BALANCE TO FOLLOW	.00 LO	.0000	16,910.00	3350406.520500
***** Total Order *****				16,910.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the
items referenced are in full conformity with the purchase order/contract.

Authorized Signature: _____

Date: _____

I hereby certify that this purchase is in agreement with the requisition
on file authorizing the expenditure and is properly approved.

CHIEF PROCUREMENT OFFICER

Date: _____

Sh E M 14 December 2015

ack

CONTRACT NO. 1581-15003

PAPER SOLUTIONS

Item No: 1: "I" Bail Bond Books – Form # CCG N697

Quantity: 2,000 Books (100,000 Sets) "I" Bail Bond Books in accordance with specifications.

Composition: Fifty (50), four-part sets per book, manila wrap-around cover – printed front.

Stock: Each four-part set consists of NCR Paper.

Part 1 – Pink 15 pound (lb.) paper, coated back.

1. Left bottom margin to read: "CLERK'S OFFICE ACCOUNTING RECORD."
2. Center bottom margin to read: "FORWARD THIS ORIGINAL TO THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS WITHIN 48 HOURS AFTER BOND IS WRITTEN."

Part 2 – White – 14.5 lb. paper, coated front and back.

1. Left bottom margin to read: "DEFENDANT'S COPY"
2. Center bottom margin to read: "DEFENDANT NOTICE: Any inquires should be directed as follows: MUNC. DEPT. BOND {Clerk of Court, C/O the headquarters of the Municipal District to which your case is assigned. CRIM. DIV. BONDS {Clerk of Court, Criminal Division, County Dept., Room 526, 2650 S. California Avenue, Chicago, Illinois 60608."

Part 3 – Goldenrod – 14.5 lb. paper, coated front and back.

1. Left bottom margin to read: "COURT FILE COPY".
2. Center bottom margin to read: "ATTACH THIS COPY TO THE COMPLAINT AND ARREST REPORT OR TO THE WARRANT AND FORWARD ALL PAPERS TO THE BRANCH OR HEADQUARTERS WHERE PERTINENT CASE IS ASSIGNED. COURT CLERK WILL ATTACH THIS COPY TO COURT FILE."

Part 4 – Canary – 14.5 lb. paper, coated front.

1. Left bottom margin to read: "RECORD COPY".
2. Center bottom margin to read: "DO NOT DISTRIBUTE. RETAIN IN A SEPARATE BINDER AT POINT OF WRITING BOND."

CONTRACT NO. 1581-15003

PAPER SOLUTIONS

Item No: 2: "D" Bail Bond Books – Form # CCG N696

Quantity: 1,000 Books (50,000 Sets) "D" Bail Bond Books in accordance with specifications.

Composition: Fifty (50), five-part sets per book. Manila wrap-around cover – printed front.

Stock: Each five-part set consists of NCR Paper.

Part 1 – Pink 15 lb. paper, coated back.

1. Left bottom margin to read: "CLERK'S OFFICE ACCOUNTING RECORD"
2. Center bottom margin to read: "FORWARD WITH AMOUNT OF CASH DEPOSITED TO THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS."

Part 2 – White – 14.5 lb. paper, coated front and back.

1. Left bottom margin to read: "DEFENDANT'S BOND & RECEIPT FOR CASH DEPOSITED."
2. Center margin to read: "FOR APPROPRIATE REFUND, DEPOSIT THIS COPY WITH COURT CLERK ON DATE OF FINAL ORDER OF COURT."

Part 3 – Goldenrod – 14.5 lb. paper, coated front and back.

1. Left bottom margin to read: "COURT FILE COPY".
2. Center margin to read: "ATTACH THIS COPY TO THE COMPLAINT AND ARREST REPORT OR TO THE WARRANT AND FORWARD ALL PAPERS TO THE BRANCH OR HEADQUARTERS WHERE PERTINENT CASE IS ASSIGNED. COURT CLERK WILL ATTACH THIS COPY TO COURT FILE."

Part 4 – Green – 14.5 lb. paper, coated front and back.

1. Left bottom margin to read: "PROVIDER'S COPY".
2. Center margin to read: "FOR APPROPRIATE REFUND, DEPOSIT THIS COPY WITH COURT CLERK ON DATE OF FINAL ORDER OF COURT."

Part 5 – Canary – 14.5 lb. paper, coated front.

1. Left bottom margin to read: "RECORD COPY".
2. Center margin to read: "DO NOT DISTRIBUTE: RETAIN IN A SEPARATE BINDER AT POINT OF WRITING BOND."

CONTRACT NO. 1581-15003

PAPER SOLUTIONS

General Specifications for Items One (1) and Two (2)

- Size & Binding:** 8-1/2" x 11", plus binding margin 5/8" (top) and 5/8" (bottom). Each set is combined at the bottom with a 5/8" perforated binding strip. Wrap-around 150 lb. manila cover starts at face binding margin, wraps around back and terminates immediately below bond number in upper right corner of form. There will be printing on the inside and outside of the manila cover. Staples of ample length shall hold the books together and the ends of the staples must curl into the base of the book to avert injury on staple edges.
- Perforation:** Snap-out perforation on the top and bottom on all parts.
- Printing:** All copies print in black ink, except for numbers printed in red ink on Part One (1). Numbers on parts 2, 3, 4, & 5 are crash reproductions. Bond numbers to appear twice on each set: top right and bottom left as per sample. The cover prints in black ink as per sample.
- Highlight section which reads "Court Appearance: Defendant named above shall appear, etc." as per sample, by shading with a 120 line 20% screen to emphasize court appearance date.
- All copies print two (2) sides. All parts of each set print the same except for the distribution information and number on the bottom of each part. See sample.
- Bar Code:** Bar code on Parts One (1), Two (2), and Three (3) only. Bar codes shall not be crash printed. Bar code size shall be at least 3/10" in height, medium density, code 39 alpha numeric bar code representing character, ticket number, and asterisk to bar code number. Vendor must provide sample of bar coding prior to production.
- Numbering:** Starting number is to be assigned and confirmed when proof is submitted. Numbers to be represented by a seven (7) digit consecutive number preceded by a static alpha character and space. (Sample: I 1234567).
- Packaging:** Must be packaged twenty (20) books per carton. Cartons must be stacked and numbered in sequential order. Each carton must be labeled in large bold type with box number and the beginning and ending number of the packaged twenty (20) books. Cartons shall not exceed ten (10) inches in height on one side.

CONTRACT NO. 1581-15003

PAPER SOLUTIONS

Proof: Proof must be submitted to the Clerk of the Circuit Court within 15 working days after receipt of PDF file or hard copy sample provided by General Specifications for Items One (1) and Two (2) (Continued)

the Clerk of the Circuit Court once the contract is awarded. Once the proof has been approved, the vendor has 20 working days for production and delivery. All artwork and proofs are to be included in the bid price. There may be copy changes. The cost for these changes and proofs shall be at no additional cost to the Clerk of the Circuit Court. To see samples contact:

Phyllis Adams
Clerk of the Circuit Court
Purchasing Department
69 West Washington, Room 2500
Chicago, Illinois 60602
312-603-3458

or

Priscilla Thomas
312-603-5863

All numbers must be accounted for; there should be no missing numbers or duplicate numbers. No numbers shall be missing in any book. Each book must contain twenty (50) sequential sets. If a set is destroyed, that particular book to which the set belongs to must be destroyed. In the event of a missing book or any part thereof, vendor must indicate missing numbers on delivery receipt. Immediately upon completion or shipment of an order, the Vendor must submit a formal list to the Clerk of the Circuit Court summarizing all missing numbers. The list shall be submitted to Phyllis Adams at 69 West Washington, Room 2500, Chicago, Illinois, 60602. Upon completion, the vendor must also provide the Clerk of the Circuit Court the final proof of all items in an unrestricted PDF file. It is the vendor's responsibility to correct any errors in packaging at no additional cost to the requesting department.

Any additional cost incurred during the production is the responsibility of the vendor and not the responsibility of the Clerk of the Circuit Court.

Delivery: All materials are to be delivered on skids in numerical schedule sequence. Delivery hours are 7:00 am to 2:00 pm, Monday through Friday, except for Court and County holidays which are New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Casimir Pulaski Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Bonds to be delivered in one shipment.